

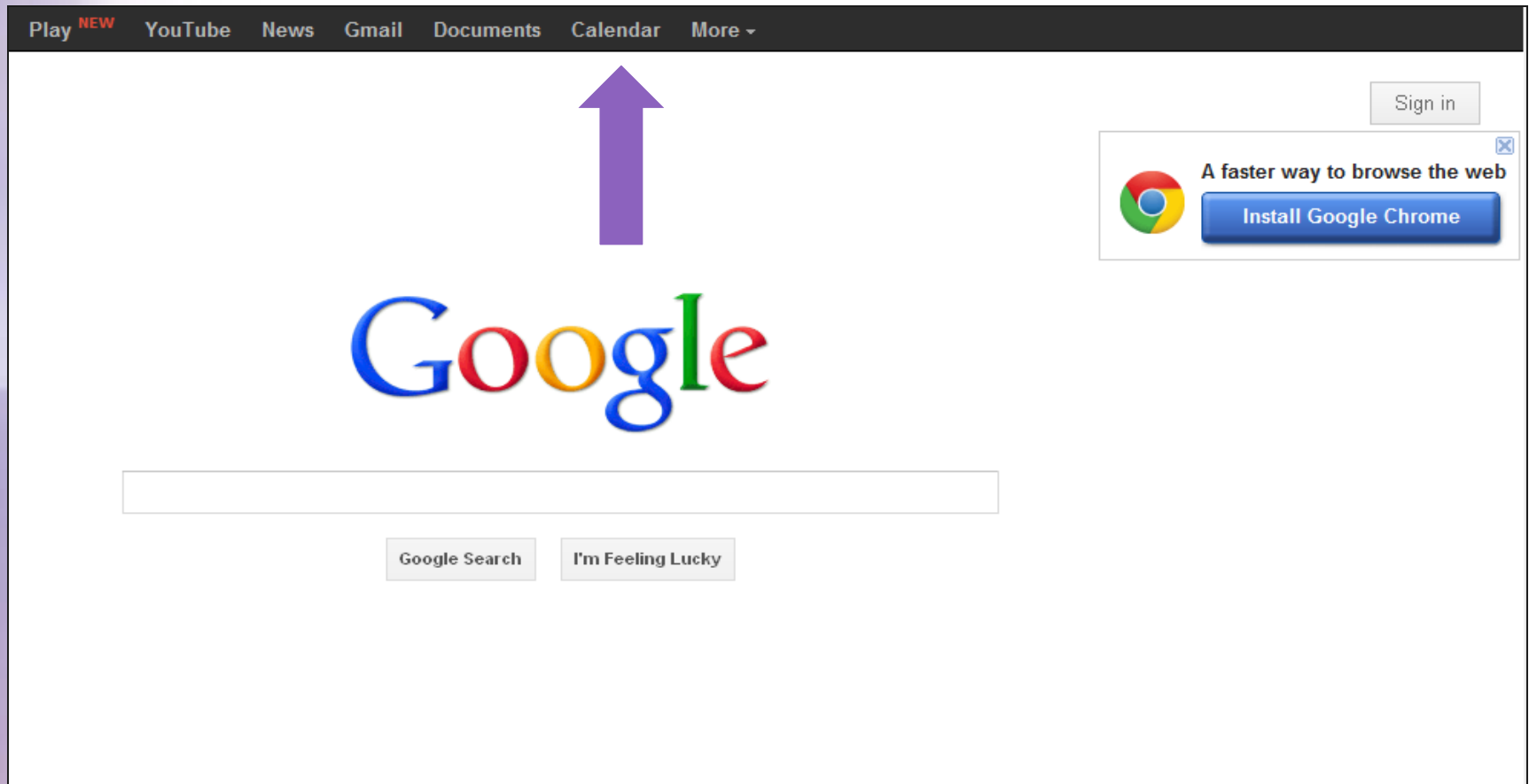
Organizing with Google™ Calendar

Grace A. Dow Memorial Library
www.midland-mi.org/gracedowlibrary
Reference Desk: 989-837-3449



Accessing Google Calendar

www.google.com



Use the Google tool bar to access the Calendar feature.

Google Calendar

The screenshot shows the Google Calendar interface in weekly view for the week of May 13-19, 2012. The top navigation bar includes links to +You, Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More. The Google logo and a search bar are also present. The user's email, gadmlref@gmail.com, is displayed in the top right.

The calendar header shows the current view is 'Calendar' and the selected dates are 'May 13 - 19, 2012'. Navigation buttons for 'Today', previous/next week, and view options (Day, Week, Month, 4 Days, Agenda, More) are available. A settings gear icon is also present.

The main calendar grid displays the following events:

- Sun 5/13:** Children's Book Week (teal), Mother's Day (pink).
- Mon 5/14:** 4:15p - 5p Crafty Readers (1) (teal).
- Tue 5/15:** 7p - 8p Computer Class: Picasa Digital (yellow).
- Thu 5/17:** 2:30p - 3:30p Computer Class: Word w/ Blinn (yellow), 6p - 7p Plots & Pizza (teal), 7p - 8:30p Books & Bites: The Weight of Heaven (blue).

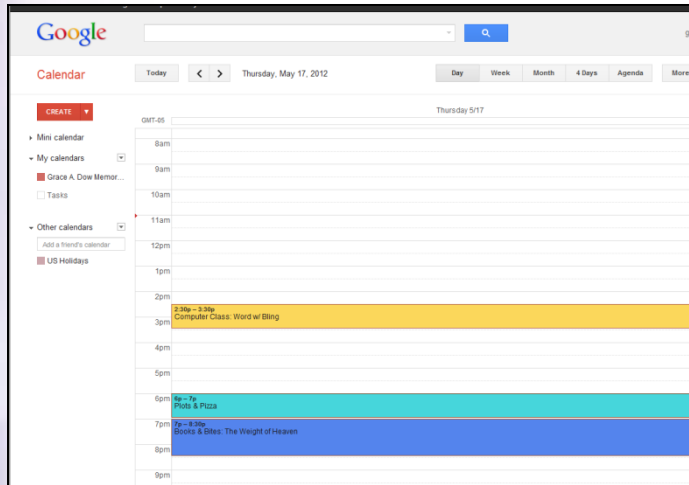
The left sidebar contains a 'CREATE' button, a monthly calendar for May 2012, and sections for 'My calendars' (Grace A. Dow Memor..., Tasks) and 'Other calendars' (Add a friend's calendar, US Holidays).

The bottom status bar shows 'Done', 'Internet | Protected Mode: On', and a zoom level of 100%.

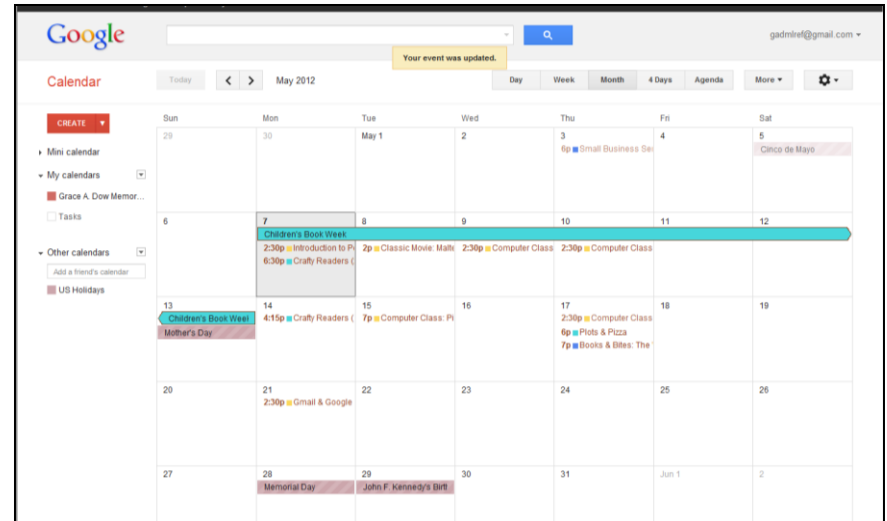
Example: Weekly View

View Your Calendar:

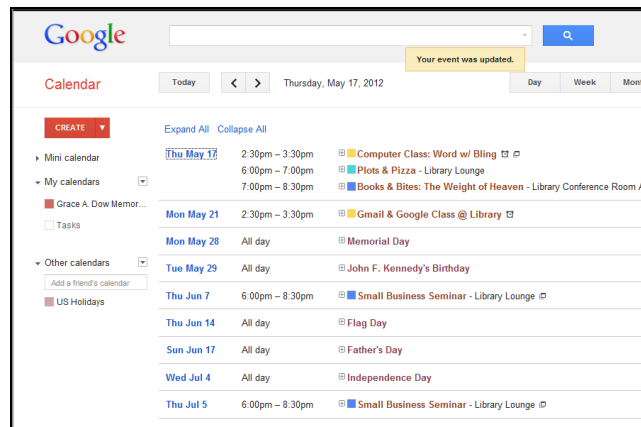
- by Day, Month or Agenda



Example: Daily View



Example: Monthly View



Agenda View

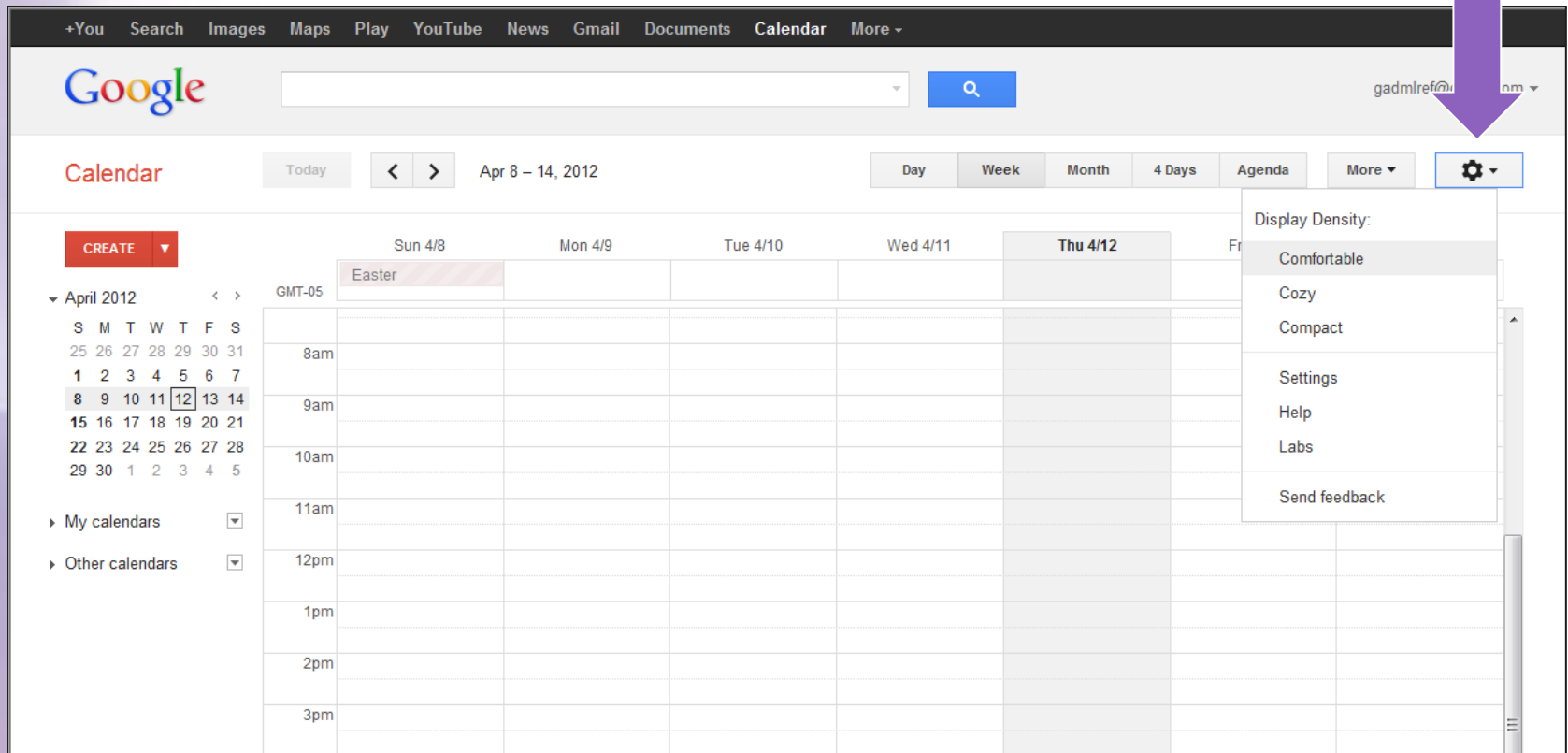
Settings

General

Calendar

Mobile Setup

Changing calendar settings



The screenshot shows the Google Calendar web interface. At the top, there's a navigation bar with links to +You, Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More. Below this is the Google logo and a search bar. The main header area includes the word "Calendar", a "Today" button, navigation arrows, the date "Apr 8 - 14, 2012", and view options: Day, Week, Month, 4 Days, Agenda, and More. A gear icon (settings) is highlighted with a blue border and a purple arrow pointing to it from the top right. A dropdown menu is open from the gear icon, showing options: Display Density (with sub-options: Comfortable, Cozy, Compact), Settings, Help, Labs, and Send feedback. The main calendar grid shows the week of April 8-14, 2012, with columns for Sun 4/8, Mon 4/9, Tue 4/10, Wed 4/11, and Thu 4/12. The left sidebar shows a "CREATE" button, a calendar for April 2012, and sections for "My calendars" and "Other calendars".

Click the gear wheel in the upper right hand corner to open Settings, Help and Labs.

'Display Density' (Comfortable, Cozy or Compact) is used to affect the layout of your calendar.

General Settings (page 1)

+You Search Images Maps Play YouTube News Gmail Documents **Calendar** More ▾

Google

gadmlref@gmail.com ▾

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

Language:

Country:
(choose a different country to see other time zones)

Your current time zone: Label:
☐ Display all time zones
[Show an additional time zone](#)

Date format:

Time format:

Default meeting length:
☐ Speedy meetings
Encourage meeting efficiency and get to your next meeting on time.
30 minute meetings end 5 minutes early, 1 hour meetings end 10 minutes early, etc.

Week starts on:

Event dimming: ☒ Dim past events
☒ Dim recurring future events
The brightness of these events will be reduced, so you can focus on today. [Learn more](#)

Show weekends: ☒ Yes
☐ No

Default view:

Here you can update basic calendar settings such as your time zone, date format, etc.

General Settings (page 2)

30 minute meetings end 5 minutes early, 1 hour meetings end 10 minutes early, etc.

Week starts on:	Sunday ▼
Event dimming:	<input checked="" type="checkbox"/> Dim past events <input checked="" type="checkbox"/> Dim recurring future events The brightness of these events will be reduced, so you can focus on today. Learn more
Show weekends:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default view:	Week ▼
Custom view:	4 Days ▼
Location:	<input type="text"/> e.g., East Brunswick, NJ or 08816
Show weather based on my location	<input checked="" type="radio"/> Do not show weather <input type="radio"/> °C <input type="radio"/> °F
Show events you have declined:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Automatically add invitations to my calendar:	<input type="radio"/> Yes <input checked="" type="radio"/> Yes, but don't send event reminders unless I have responded "Yes" or "Maybe" <input type="radio"/> No, only show invitations to which I have responded
Alternate calendar:	No alternate calendar ▼
Display tips:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Enable keyboard shortcuts:	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Learn more](#)

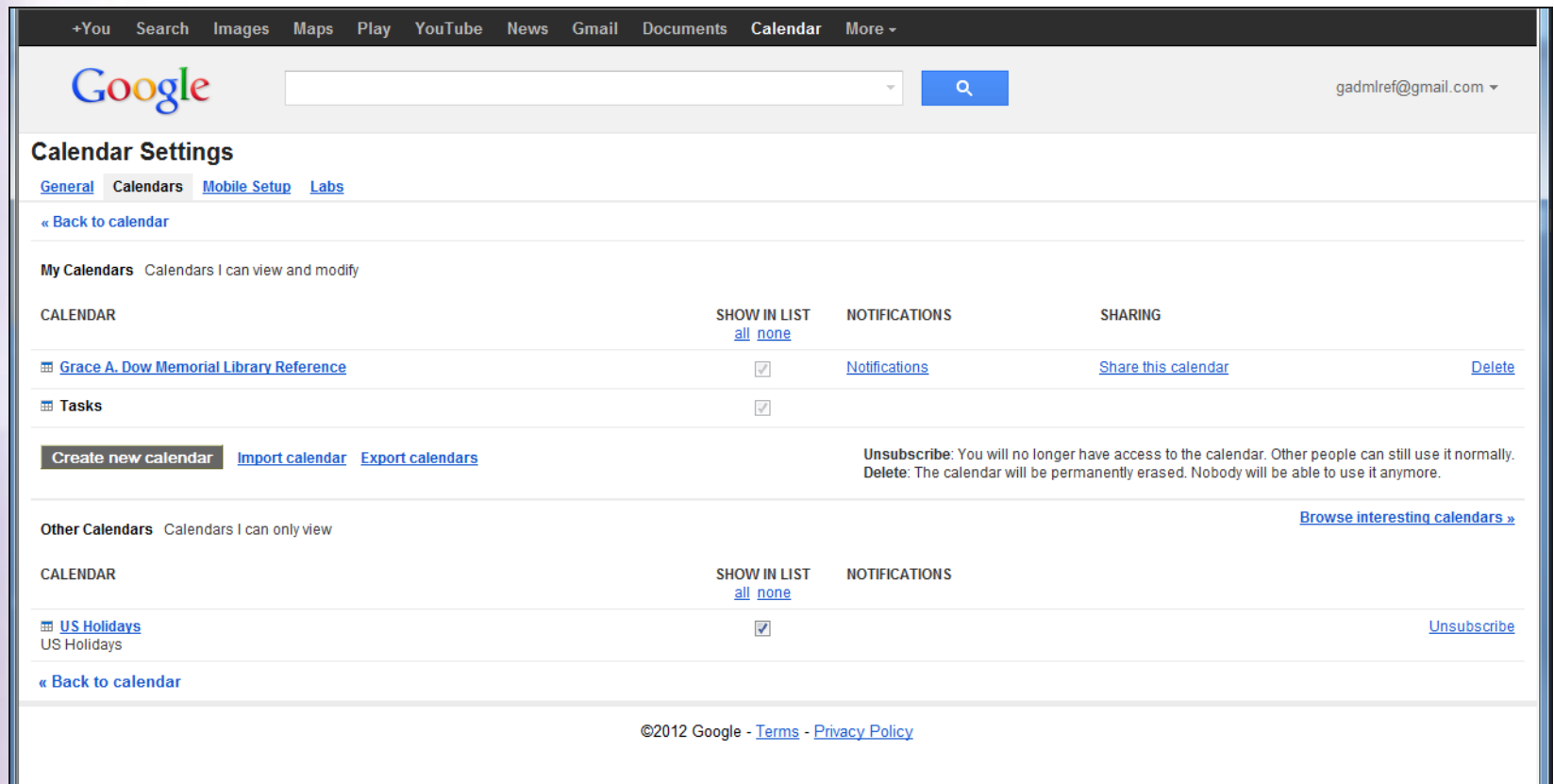
[« Back to calendar](#)

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Scroll down the page for more setting options.

Calendar Settings

Calendar Settings:



The screenshot shows the Google Calendar Settings page for a user named 'gadmlref@gmail.com'. The page is divided into two main sections: 'My Calendars' and 'Other Calendars'. The 'My Calendars' section lists two calendars: 'Grace A. Dow Memorial Library Reference' and 'Tasks'. Both are checked under 'SHOW IN LIST' and have 'Notifications' and 'Sharing' options. The 'Other Calendars' section lists 'US Holidays', which is also checked under 'SHOW IN LIST' and has an 'Unsubscribe' option. The page includes a footer with copyright information and links to Terms and Privacy Policy.

+You Search Images Maps Play YouTube News Gmail Documents Calendar More ▾

Google

gadmlref@gmail.com ▾



Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

« Back to calendar

My Calendars

Calendars I can view and modify


CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
 Grace A. Dow Memorial Library Reference	<input checked="" type="checkbox"/>	Notifications	Share this calendar Delete
 Tasks	<input checked="" type="checkbox"/>		

[Create new calendar](#) [Import calendar](#) [Export calendars](#)

Unsubscribe: You will no longer have access to the calendar. Other people can still use it normally.
Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.

Other Calendars

Calendars I can only view

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS
 US Holidays US Holidays	<input checked="" type="checkbox"/>	Unsubscribe

« Back to calendar

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- Notice shortcuts to *Notifications* and *Sharing* for each calendar
- Notice this calendar is subscribed to *US Holidays*. The Unsubscribe option is in the far right hand column.

Calendar Details

- Access this screen by clicking calendar name under *My Calendars* on the previous slide.
- Here, you change the calendar name, description, location, and time zone.
- HTML code for imbedding calendar, etc.
- Shortcuts for *Share this Calendar* and *Notifications*.

The screenshot shows the Google Calendar 'Details' page for a calendar named 'Grace A. Dow Memorial Library Reference'. The page has a header with the Google logo and a search bar. Below the header, the title 'Grace A. Dow Memorial Library Reference Details' is followed by tabs for 'Calendar Details', 'Share this Calendar', and 'Notifications'. The 'Calendar Details' tab is active, showing a form with fields for 'Calendar Name', 'Calendar Owner', 'Description', and 'Location'. The 'Calendar Name' field contains 'Grace A. Dow Memorial Library Reference'. The 'Calendar Owner' field contains 'gadmiref@gmail.com' and '<gadmiref@gmail.com>'. The 'Description' field is empty. The 'Location' field is empty, with a hint: 'e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)'. Below the 'Location' field is the 'Calendar Time Zone' section, which states 'This calendar uses your current time zone: (GMT-05:00) Eastern Time' and has a link 'Set my time zone'. The 'Embed This Calendar' section is next, with a sub-header 'Embed This Calendar' and a description: 'Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link'. To the right of this text is a small image of a calendar. Further right is a text box with the code: '<iframe src="https://www.google.com/calendar/embed?src=gadmiref%40gmail.com&ctz=America/New_York" style="border: 0" width="800"'. Below the code is a link 'Customize the color, size, and other options'. The 'Calendar Address' section is next, with a sub-header 'Calendar Address:' and a description: 'This is the address for your calendar. No one can use this link unless you have made your calendar public.' To the right of this text are links for 'XML', 'iCAL', and 'HTML' (which is highlighted), and a note '(Calendar ID: gadmiref@gmail.com)'. Below the 'Calendar Address' section is the 'Private Address' section, with a sub-header 'Private Address:' and a description: 'This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.' To the right of this text are links for 'XML', 'iCAL', and 'Reset Private URLs' (which is highlighted). At the bottom of the form are buttons for '« Back to calendar', 'Save', and 'Cancel'. The footer of the page contains the copyright notice '©2012 Google' and links for 'Terms' and 'Privacy Policy'.

Google

Grace A. Dow Memorial Library Reference Details

Calendar Details Share this Calendar Notifications

« Back to calendar Save Cancel

Calendar Name: Grace A. Dow Memorial Library Reference

Calendar Owner: "gadmiref@gmail.com" <gadmiref@gmail.com>

Description:

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: This calendar uses your current time zone: (GMT-05:00) Eastern Time Set my time zone

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

Paste this code into your website. Customize the color, size, and other options

```
<iframe src="https://www.google.com/calendar/embed?src=gadmiref%40gmail.com&ctz=America/New_York" style="border: 0" width="800"
```

Calendar Address: XML iCAL HTML (Calendar ID: gadmiref@gmail.com)

Learn more Change sharing settings

This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address: XML iCAL Reset Private URLs



Learn more

This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

« Back to calendar Save Cancel

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Share Your Calendar



Grace A. Dow Memorial Library Reference Details

[Calendar Details](#) [Share this Calendar](#) [Notifications](#)

[« Back to calendar](#)

☐ **Make this calendar public** [Learn more](#)
This calendar will appear in public Google search results.
☐ Share only my free/busy information (Hide details)



Share with specific people

Person	Permission Settings	Remove
<input data-bbox="280 908 631 939" type="text" value="Enter email address"/>	<div><div>See all event details</div><div>Make changes AND manage sharing</div><div>Make changes to events</div><div>See all event details</div><div>See only free/busy (hide details)</div></div>	<input data-bbox="1541 908 1698 939" type="button" value="Add Person"/>
"gadmref@gmail.com" <gadmref@gmail.com>		

Tip: Sharing with coworkers?
Companies can move to Google Calendar to make sharing easier. [Learn how](#)

[« Back to calendar](#)

Set Your Notifications



gadm1ref@gmail.com

Grace A. Dow Memorial Library Reference Details

[Calendar Details](#) [Share this Calendar](#) **Notifications**


[« Back to calendar](#)

Event reminders:
Unless otherwise specified by the individual event.

By default, remind me via before each event [remove](#)
 before each event [remove](#)
[Add a reminder](#)

Choose how you would like to be notified:

	Email	SMS
New events: Receive a notification when someone sends you an invitation to an event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Changed events: Receive a notification when someone sends an update about a changed event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Canceled events: Receive a notification when someone sends an update about a cancelled event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event responses: Receive a notification when guests respond to an event for which you can see the guest list.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily agenda: Receive an email with your agenda every day at 5am in your current time zone.	<input type="checkbox"/>	


 [Set up your mobile phone to receive notifications](#)

[« Back to calendar](#)

Mobile Settings

Mobile Settings:

[+You](#) [Search](#) [Images](#) [Maps](#) [Play](#) [YouTube](#) [News](#) [Gmail](#) [Documents](#) [Calendar](#) [More ▾](#)



gadml

Calendar Settings

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Notify me on my cell phone:
Start by selecting your country, and then enter your phone number and carrier. Finally enter the verification code sent to your phone. Other charges may apply.

Status:
[Why haven't I received my verification code?](#)

Country:

United States ▾

Phone number:

Carrier:
[What carriers are supported?](#)

[See Help Center for supported providers.](#)

Verification code:
Please enter the verification code sent to your phone

[« Back to calendar](#)

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Events

Creating

Editing

Deleting

Create a New Event



+You Search Images Maps Play YouTube News Gmail Documents **Calendar**

Google

Calendar Today < > Apr 15 – 21, 2012

CREATE ▼

▼ April 2012 < >

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

► My calendars ☐

► Other calendars ☐

GMT-05

Sun 4/15 Tax Day

Mon 4/16

Tue 4/17

8am

9am

10am

11am

12pm



1pm


2pm

3pm

4pm

Editing Event Details:



 **SAVE** Discard

Untitled event

4/16/2012

11:00am

to

12:00pm

4/16/2012

Time zone

☐ All day ☐ Repeat...

Event details [Find a time](#)

Where

Calendar

Grace A. Dow Memorial Library Reference ▼

Description

Event color

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Reminders

Email ▼ 10 minutes ▼ ×

Pop-up ▼ 10 minutes ▼ ×

[Add a reminder](#)

Add guests

Enter email addresses

Add

Guests can ☐ modify event
☒ invite others
☒ see guest list

Show me as ☐ Available ☒ Busy

Privacy ☒ Default ☐ Public ☐ Private

[Learn more about private vs public events](#)

[Want to add attachments? Learn how to enable the lab!](#)

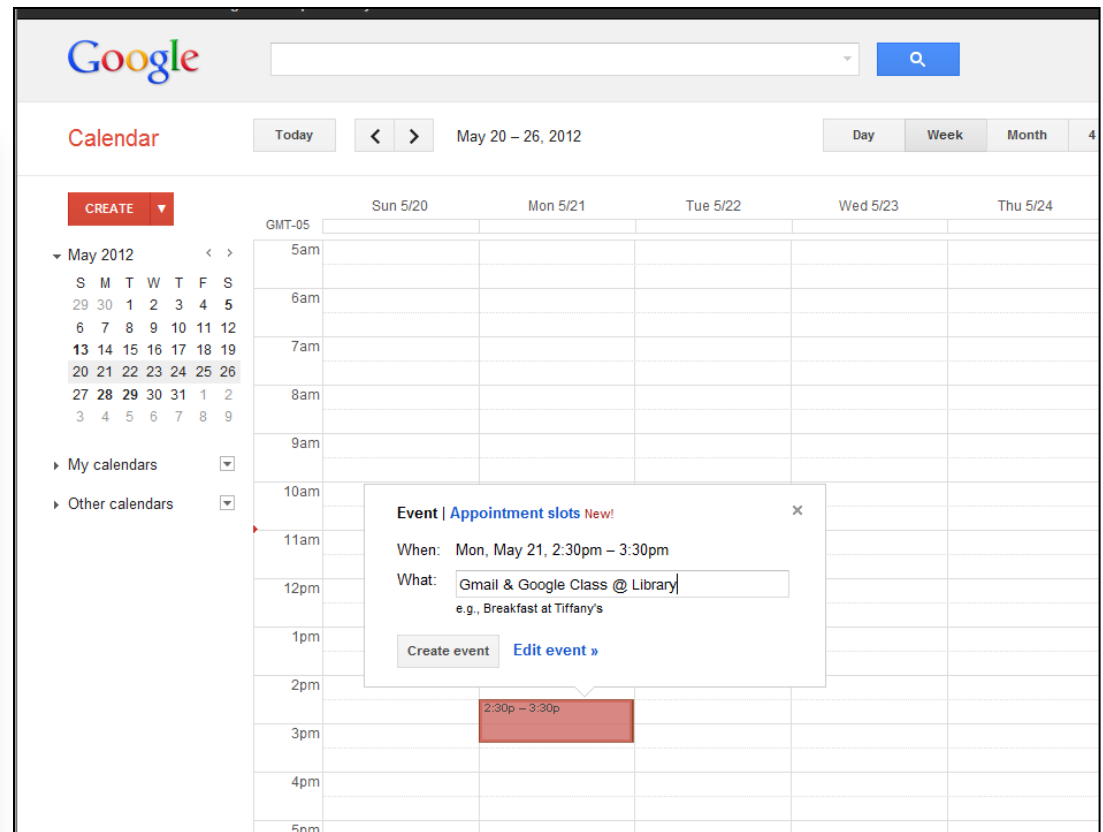




“Quick Add” Feature

Start typing an event on the day and time you want to “Quick Add.”

This feature will not let you set up recurring events, notifications, etc.



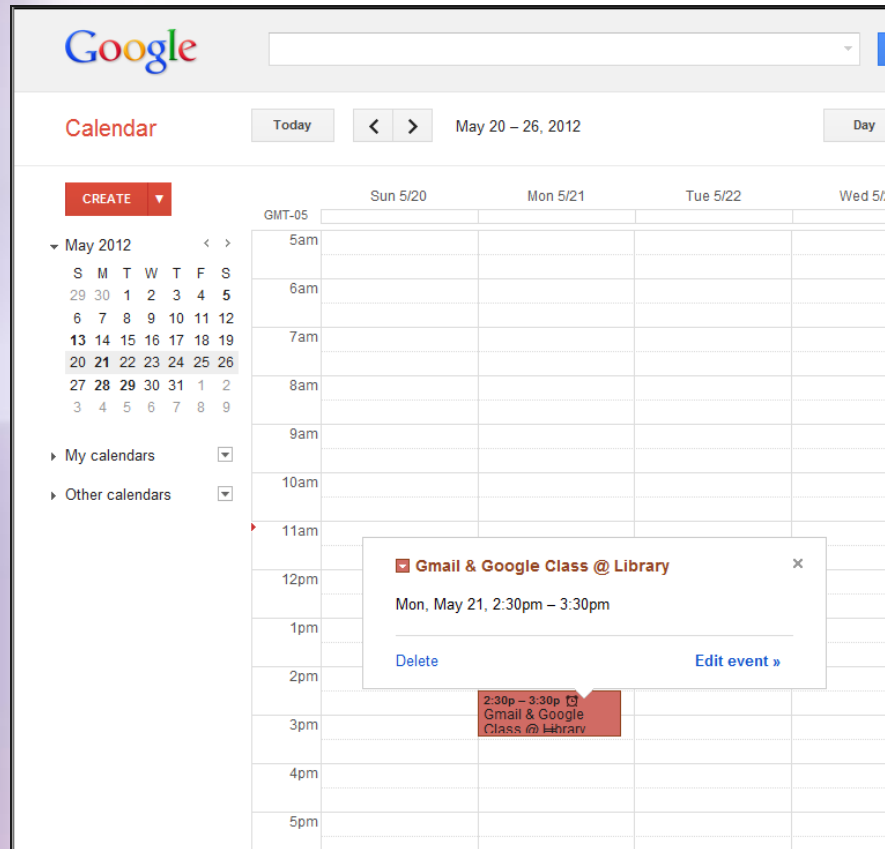
Create an Event via Text Message



- Send a text message with your event's details to the shortcode "GVENT" (48368).
- For example, if you send a message with something like "Shopping with Sarah at Monterey Market 5pm Saturday," Google Calendar should figure out what you mean and write the new event into your calendar.

Edit or Delete Events

Edit or Delete Events



Simply click on an event to edit or delete it.

A pop-up window will appear, and you can choose 'Delete' or 'Edit Event.'

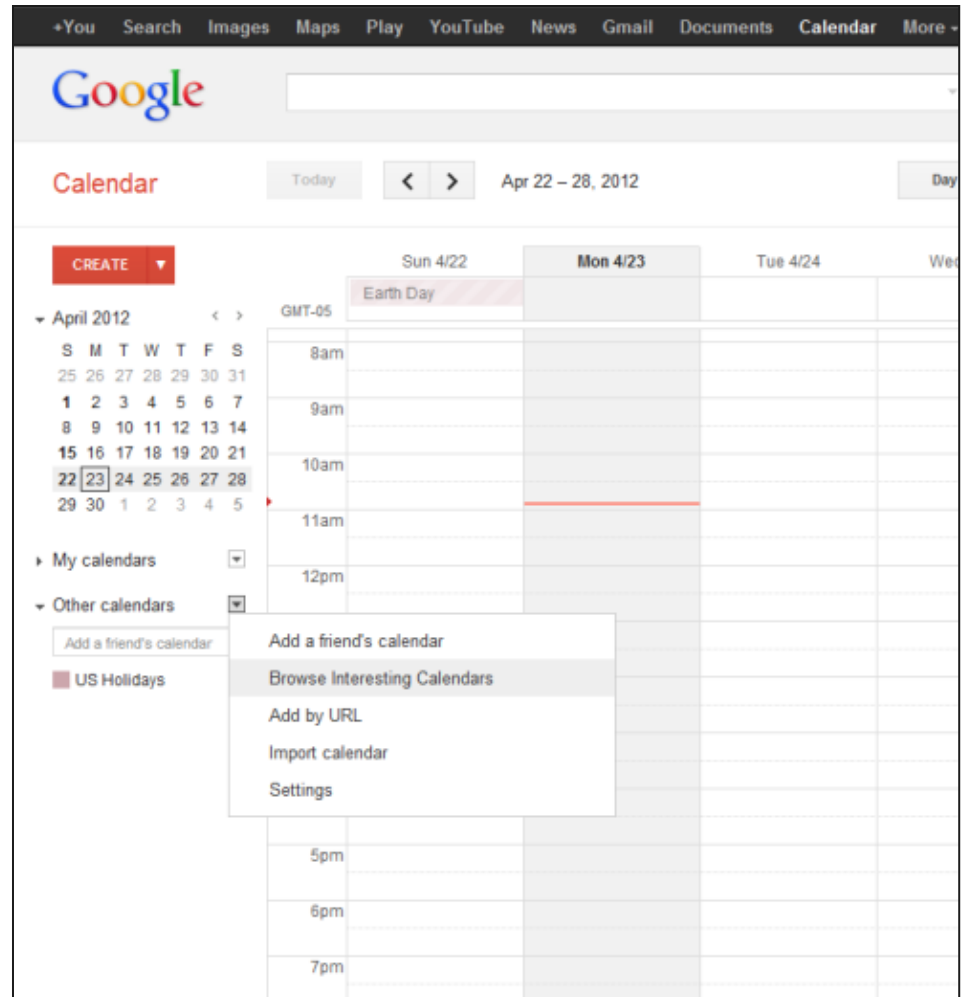
Other Helpful Tips:

- Add “Interesting” Calendars
- Add Community Calendars
- Search Calendar Events
- Print Your Calendar
- Calendar Tasks

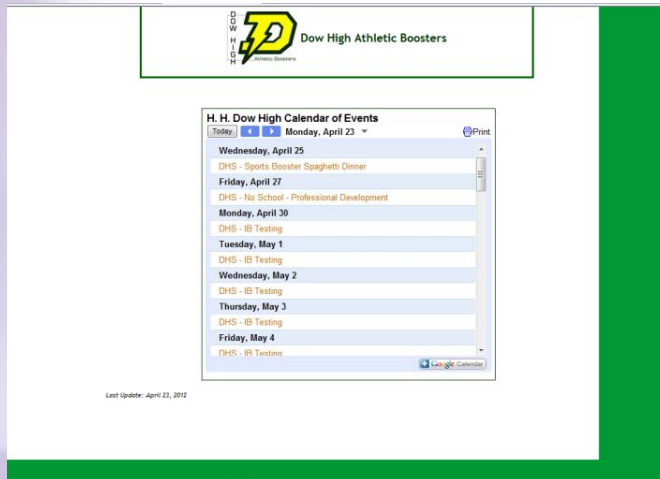
Add “Interesting” Calendars:

Click on the arrow next to “Other Calendars” and choose “Browse Interesting Calendars” to subscribe to:

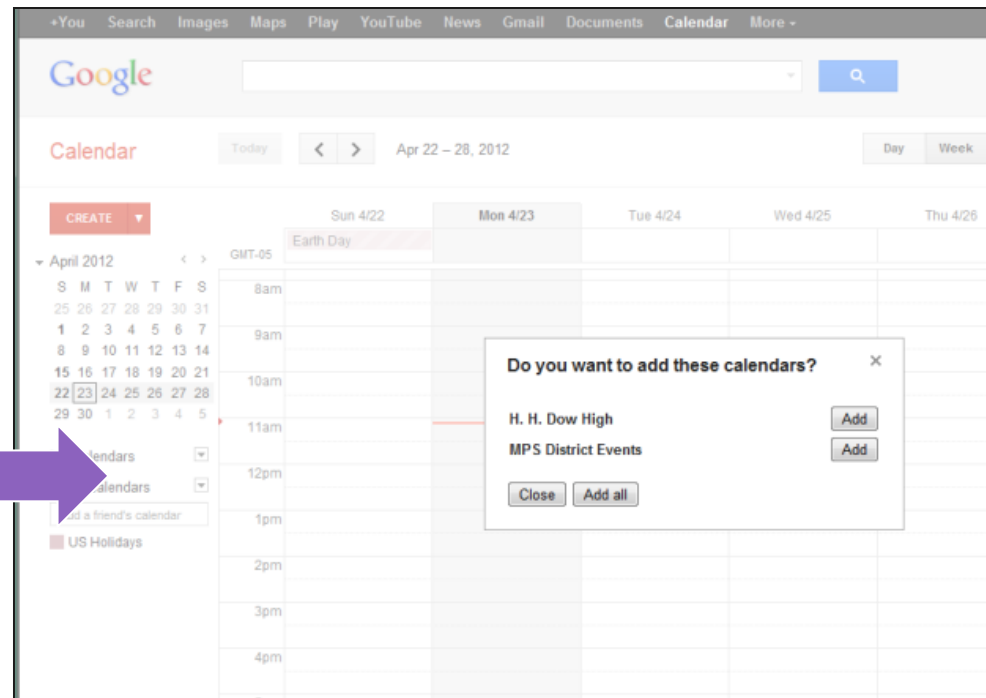
- Holidays
- Sports (NFL, NHL, etc)
- More (Sunrise/Sunset)



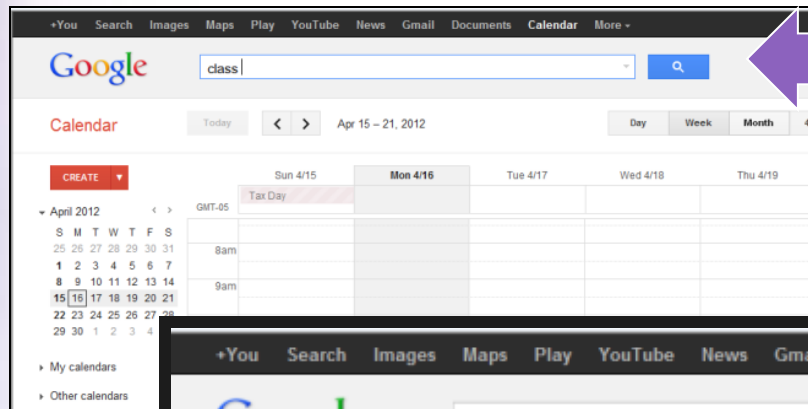
Add Community Calendars:



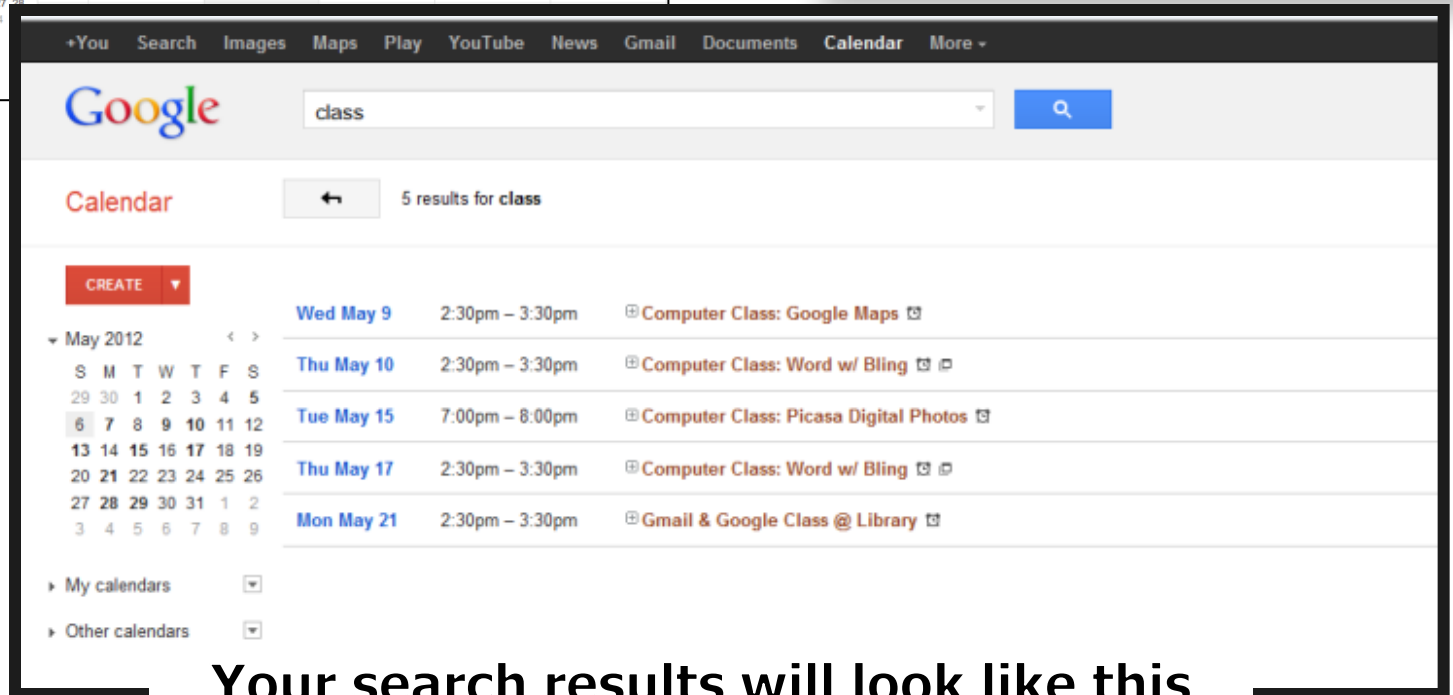
Click the Google Calendar icon to add it to your personal calendar.



Search Calendar Events



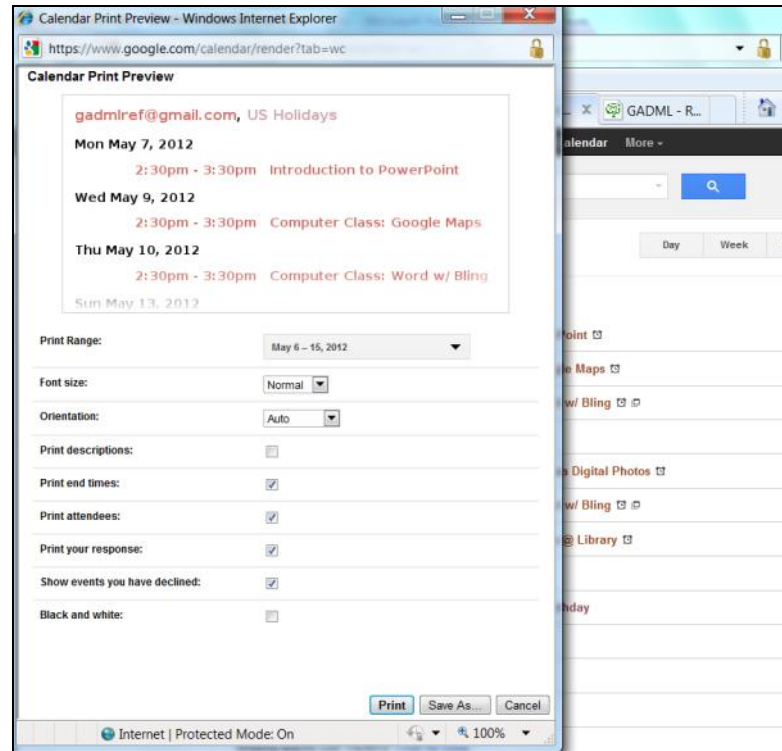
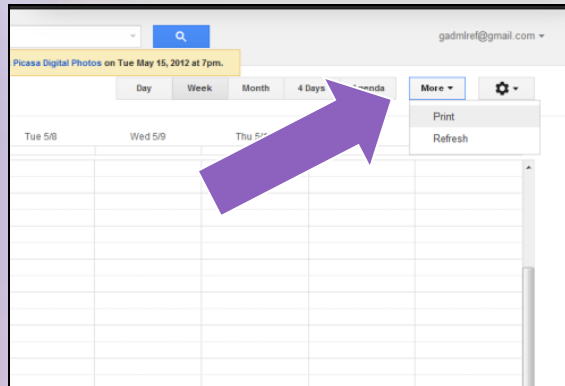
Use the calendar search bar to find key words and events



Your search results will look like this

Print Your Calendar

Click 'More' in upper right
Hand corner to pull
up the
Print menu.



You can print a range of
Dates, etc.

Tip: Always Click "Black and White"

Tasks: Pros & Cons

Pros:

- Easy to create a list, and related tasks.
- Inside of the tasks you can put notes, a due date
- Check off tasks when completed
- Print your task list

Cons

- Cannot create recurring tasks
- Cannot share a task or assign it to someone else
- Cannot import or export a task list

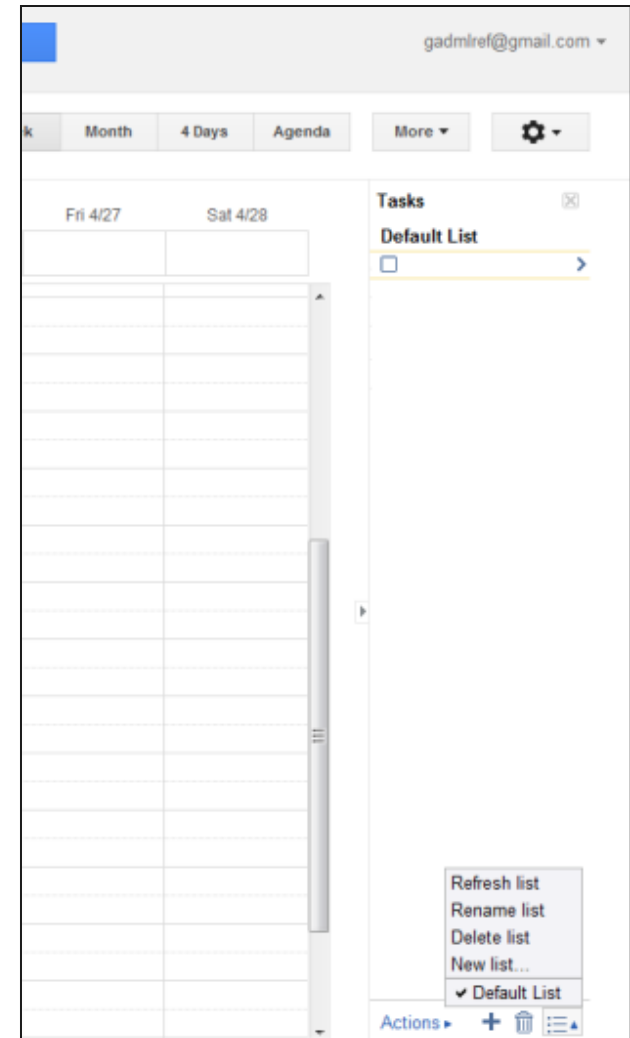
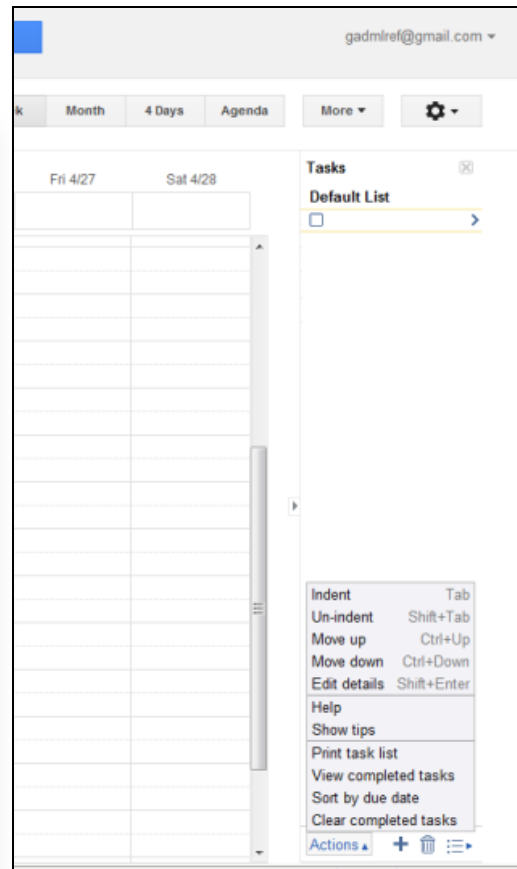
Access Tasks

The screenshot shows the Google Calendar web interface. At the top, the Google logo is on the left, a search bar in the center, and the email address 'gadmiref@gmail.com' on the right. Below the header, the word 'Calendar' is on the left, and navigation buttons for 'Today', date range 'Apr 22 - 28, 2012', and view modes 'Day', 'Week', 'Month', '4 Days', 'Agenda', 'More', and 'Settings' are on the right. The main calendar grid shows the week of April 22-28, 2012. A red 'CREATE' button is at the top left of the grid. On the left sidebar, under 'My calendars', there is a red square icon for 'Grace A. Dowd's calendar' and a white square icon for 'Tasks'. A large purple arrow points from the 'Tasks' icon towards the main calendar grid. Below 'My calendars' is the 'Other calendars' section with an 'Add a friend's calendar' button and a 'US Holidays' calendar listed.

	Sun 4/22	Mon 4/23	Tue 4/24	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28
GMT-05	Earth Day						
8am							
9am							
10am							
11am							
12pm							
2pm							
3pm							
4pm							
5pm							

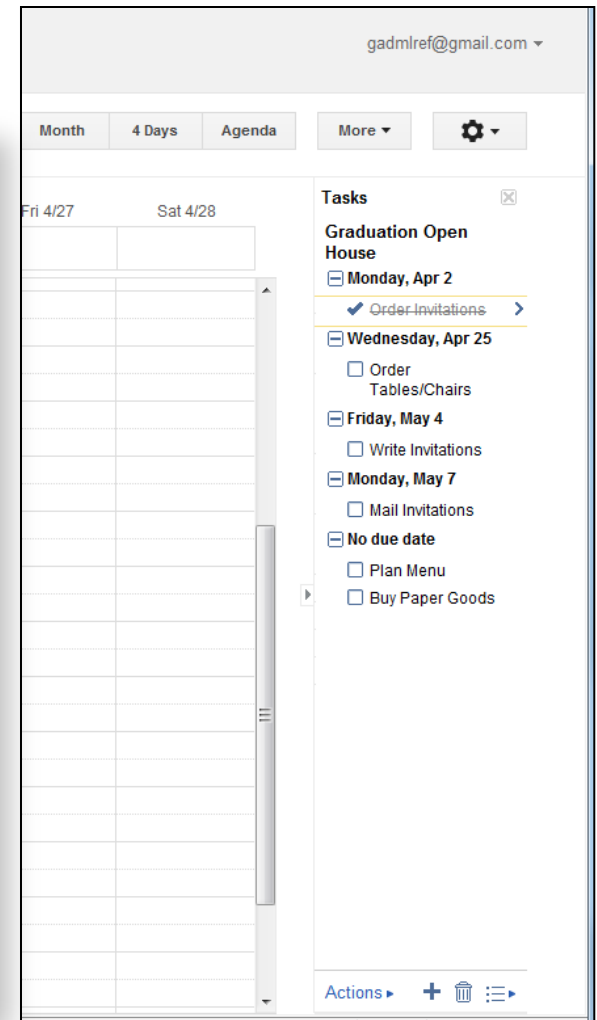
Task Icons – Creating Tasks

1. Add a task:
Click the **+** icon on bottom of the gadget.
2. Create new task by pressing **Enter**
3. Select the checkbox next to task when its completed.

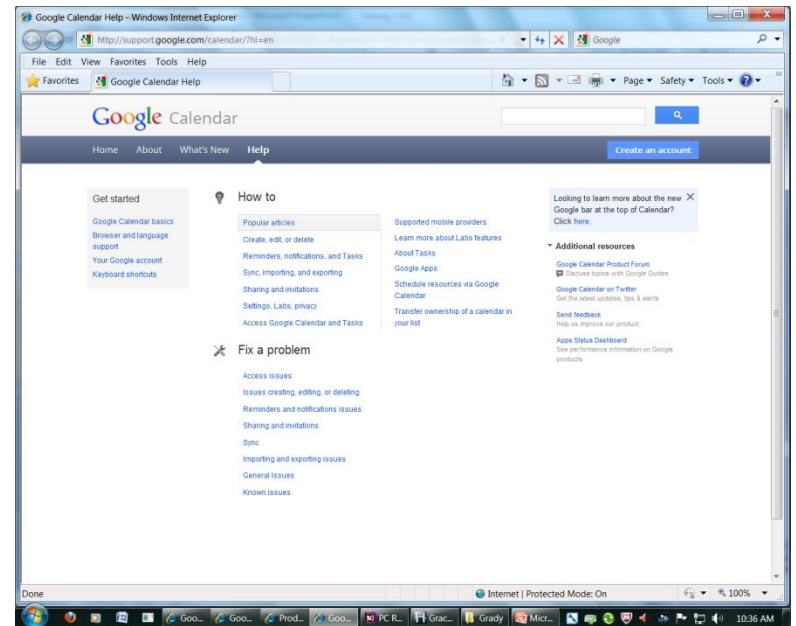
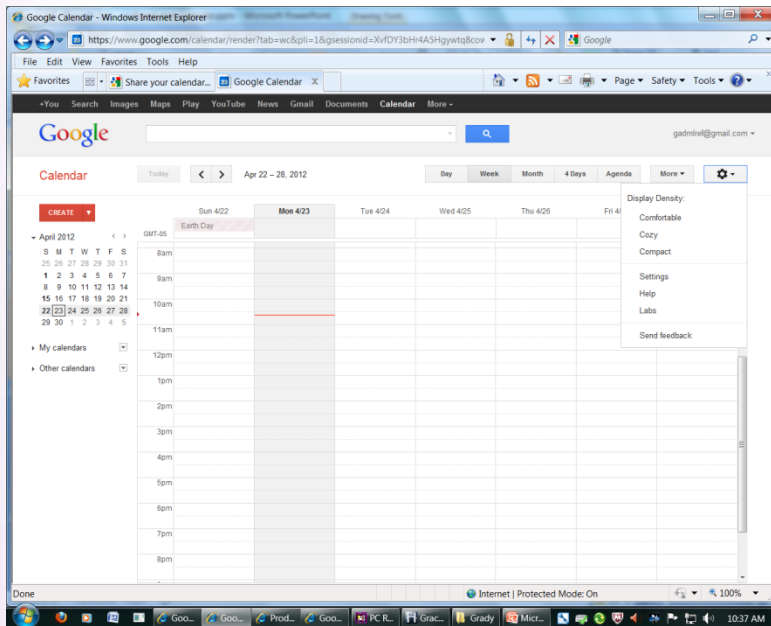


Task Icons – Deleting Tasks

- Remove completed items from the list (without deleting them) by clicking **Clear completed**. Click **View completed tasks** to view those tasks later.
- To delete a task, select it and click the trash can icon on the bottom of the gadget.
- To reorder items on your task list -- press **Ctrl+Up** to move a task higher, and **Ctrl+Down** to move it lower on the list.
- Organize tasks and subtasks by indenting items (just press **Tab** to indent and **Shift+Tab** to move it back).
- Add notes or due dates to tasks by clicking the **>** symbol to the right of the item.



Additional Help:



Question & Answer